



9144

Administrative Assistant I *\$13.46/hour*

Jefferson County seeks a full-time Administrative Assistant to perform receptionist duties; such as greeting and directing individuals, answering telephones, receiving and routing messages, checking in appointments, clerical duties, and backup to other support staff for Human Services. Normal working hours are 7:30am to 4pm, with flexibility to work until 5:30pm
Starting Wage: \$13.46

High school diploma or equivalent, with at least 1 to 2 years of general office experience and working knowledge of Microsoft Word and Excel, or any combination of education and experience that is equivalent, is required. Must demonstrate excellent verbal and written communication skills.

Application review begins December 4, 2015. Visit www.jeffersoncountywi.gov or Human Resources for position details and application. For consideration submit application, cover letter, and resume online or send to: Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE